



THE TABERNACLE

LOVE GOD. LOVE PEOPLE. MAKE DISCIPLES.

Administrator - Manistee Campus

| Name | Reports to | Date Last Updated |
|------|---|-------------------|
| | Elizabeth Svec Church/Finance Director | July 2023 |

TABERNACLE MISSION STATEMENT

We exist to love God, love people and make disciples.

GOALS

The goals of The Manistee Campus Administrator is to assist the campus pastor, staff and ministry leaders with daily functions related to church administration/operations, campus-specific communication, project completion, office team direction, facilities, events and other supportive tasks.

PRE-REQUISITE

- Attend MERGE.
- Be a member of The Tabernacle.
- Complete The Tabernacle staff on-boarding process.
- Complete a background check.
- Complete all required training.

HOW TO PREPARE FOR THIS ROLE

Pray, spend time in God's word during the week, and attend a weekly worship service.

KEY RESPONSIBILITIES

- Covering and managing the Manistee office Monday - Thursday from 9 a.m. - 1 p.m.
- Updating/maintaining the campus-specific database.
- Overseeing/enforcing Tabernacle policies and procedures at the Manistee Campus.
- Assisting the Campus Pastor, as needed.
- Assist with campus-wide projects, as needed. This can include strategic planning, purchasing, building teams, securing permits, managing budgets and overseeing project progress.
- Help maintain the look/feel of the campus facilities/office spaces.
- Assisting staff and ministry leaders, as needed.
- Help facilitate special projects, as needed.
- Facilitating campus-wide communication.
- Maintaining a secure campus filing system.

- Help maintain the campus calendar.
- Overseeing phone, printers and other office-related services/equipment.
- Assisting with day-to-day church-wide administrative tasks - filing, record keeping, mailings, purchasing, inventory, etc.
- Scanning and coding bills as they arrive at the campus.
- Facilitating/overseeing/organizing campus-specific events. This includes building/managing teams, as needed.
- Help facilitate campus-specific assimilation - this can include managing/completing The CARD process and timely communication with the campus pastor in regard to new attendees.
- Processing campus-specific leader/volunteer background checks in a timely manner, communicating results to the campus pastor, ministry leader and, if needed, to the executive director and updating records in BREEZE.

SKILLS/EXPECTATIONS

- Ethical conduct
- Excellent communication skills
- Writing proficiency
- Ability to complete tasks in a timely manner
- The ability to build, motivate and manage teams.
- Computer proficiency.
- Organizational skills.
- Attention to detail.
- Problem-solving ability.
- The ability to work in a team environment.
- The ability to take direction and complete tasks as directed by the Church/Finance Director and/or the Manistee Campus Pastor.
- Meet with the Manistee Campus Pastor and the Church/Finance Director on a regular basis.
- Meet with the Admin/Office team on a regular basis.

SUPERVISORY RESPONSIBILITY

This position will manage office/administrative volunteer teams at the Manistee Campus.

POSITION TYPE/EXPECTED HOURS OF WORK

This is a part-time paid position. Additional hours for meetings and training may be required along with travel between campuses when needed.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

SIGNATURES

Supervisor: _____

Employee signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position. The employee will work wholeheartedly as unto the Lord to accomplish tasks that are assigned. The Tabernacle is an 'at will' employer.

Employee: _____ Date: _____